A guide to Completing the Online Summary Application Form

for

Applicants

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Introduction

The main purpose of this document is to explain all the elements of our Online Summary Application Form, the different pages you will encounter, the information we ask for and what not to include in the form.

Each page of this document has a screenshot from the form explaining what information is required and specifiying if there is a character count limit for any of the questions.

Please be aware that this software does not support any special characters and symbols, if you try to add these the form will crash. The software will also not support tables, figure etc.

The formatting on the form when viewed through the review option may seem strange, please do not worry about this as your information is uploaded into our Grants Management Database, a summary report is then produced and forwarded to our Biomedical Research Advisory Panel (BRAP) for review.

Each page has a help system. This system is there to help with individual questions, it provides an explanation of what information is needed for each question. To view this information just click on the question mark (?).

There are four preliminary pages before the main form begins. These pages give various information regarding logging in, data protection and how to move through the form.

The first page that appears from following the link on the website is the login page.

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Motor Neurone Disease Association Online Summary Application Form

Welcome to the Motor Neurone Disease Association Online Summary Application Form. **It is important that you read our Terms and Conditions and Guidelines (available on our website) before answering each question.** It is also recommended that you read our Research Strategy and Biomedical Research Governance Overview.

Please read the following before completing the form.

New applicants will need to register.

To retrieve a current application and returning applicants you will need to login using the email address and password created when registered. If you have forgotten your password you can ask for a reminder to be sent to your email address.

Application Login

Begin a new application

Register

Retrieve your application

Email _____
Password _____

Login

Have you forgotten your password?

This page gives instructions on how to login for new and returning applicants.   <u>There is a link at the bottom of the page that will allow all questions to be viewed</u>.

This page also gives an outline of the eligibility questionnaire, the help system available on the form and submission.

Eligibility Questionnaire

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Eligibility Questionnaire

When applying for a project grant, the applicant must be based at a recognised institution or organisation. Applicants outside the UK and Ireland must meet specific criteria for overseas applicants.

When applying for a PhD studentship, the applicant must be based at a UK or Ireland institution and must be the prospective supervisor.

Please answer the following questions before completing the application form.

1	Are you based in the UK or Ireland?	○ Yes	○ No	
2	If No, do you have a UK collaboration?	○ Yes	○ No	◉ Not Applicable
3	If applying for a PhD studentship, are you the potential supervisor?	○ Yes	○ No	◉ Not Applicable

Submit

This page consists of three questions with yes/no or not applicable answers. The purpose of this questionnaire is to make sure of eligibility to apply for either a project grant, PhD studentship or non-clinical fellowship.

Once eligibility is confirmed, an information page will show a brief data protection statement and an overview of the form regarding page names and how to move between them.

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Please read the important information below:

Data Protection

All information provided will be entered into our grants management database and used solely for the purpose of the grants application process (please see Biomedical Research Governance Overview section 3).

Completing the form

To enable our records to be as accurate as possible, it is important to provide all relevant information requested as well as completing the mandatory fields, marked with a *.

The form consists of 10 pages, please work your way through each of these using the **previous** and **next** buttons (at the bottom of each of the following pages) to navigate through the form. **Any formatted text, diagrams or tables etc will need to be prepared offline and uploaded on the attachments page. Please note the form does not support symbols and special characters.**

The form is made up of the following pages:
Applicant Details
Institute Details
Co-applicant Details
Collaboration Details
Project Details
Summary Details
Estimated Costs
Attachments (figures, pictures and publications)
Declaration

Application List

This page lists the application history, including both submitted and ongoing applications. This shows when the application was entered, the institute and the application status. Click the 'new' button to add a new summary application.

Passwords can only be changed on this page. To do this click on the 'change password' link.

To open an application to continue work, click on the 'continue' button.

Applicant Details

The above is the first page of the form and requires the applicant to enter their name, position (job title), department and contact details. It is essential we have this information.

The items that have a '*' in front of them are mandatory items and the applicant will not be able to move to the next page until these have been completed. This is built into the software and is a feature we are unable to change. The '?' next to certain questions on the form gives more information on what is required for each particular question.

Institute Details

This page requires details about the institute or company where the project will primarily be based, again this is essential information. The first question requires the applicant to select the best description of their institute from the drop down box, if the selection is 'other', please specify in the box below. The rest of the page is straight forward information regarding the institute's address and web page.

Items with a '' in font of are mandatory and the applicant will be unable to move to the next page until they have been completed.*

Co-applicant Details

This page is for any co-applicant details. This is for the named researchers on the application, in addition to the main applicant. There is space for two co-applicants. If there are more than two co-applicants on the project, their details will not be required unless you are invited to submit a full application.

Items with a '*' in font of are mandatory and the applicant will be unable to move to the next page until they have been completed.

Collaboration Details

If there are one or more other scientists who are collaborating (but NOT a co-applicant) on this project, then the nature of the collaboration needs to be explained in the box provided. Collaborator contact details should be entered into the boxes beneath. Co-applicants should be named in section three (previous page). Please note there is only room for two collaborators' details. If there are more than two involved in your project, then please mention this in the 'nature of collaboration' box.

For overseas applicants, it is essential that you complete the collaboration page of the form, **please see our [guidelines](#) for more information.**

Please note that the character limit for open questions is specified under the related question, (see circled question above).

Items with a '' in font of are mandatory and the applicant will be unable to move to the next page until they have been completed.*

Project Details

This page requires basic information about the project including project title, the type of project it is (project grant or studentship), whether the project is biomedical, clinical or healthcare and whether animals will be used.

The final section on this page concerns reporting as this is an important aspect of our awarded grants. We are asking applicants to bear in mind that annual reports are expected and this should be acknowledged when planning experiments, procedures and timelines etc. Again, the character limit is specified under the open question.

Items with a '*' in font of are mandatory and the applicant will be unable to move to the next page until they have been completed.

Summary Details

The information required for this page will make up the main part of the summary application.   Please remember not to insert figures, tables or use special characters or symbols, as the software does not support these and will crash. There is no formatting as the information is uploaded into our Grants Management Database and then pulled out into a document to be sent to our BRAP for review. This allows for consistancy in layout between all summary applications.

Sections a – d are mandatory for all project grant, studentship and non-clinical fellowship applications. (co-applicants to be named in question b).

Sections e – g are mandatory for studentship and non-clinical fellowship applications. Section h is not mandatory but will help the Association consider ways of retaining students in MND research after their PhD.

Questions a – d are asking about the principal aims of the project, an outline of the proposed workplan, how this project fits in with other work in the applicant's laboratory/institute and the potential clinical or translation relevance of the research.

Questions e – h are for studentship applications and are asking for details about the training oppurtunities and support for the student, the supervisor track record, how the student will be encouraged to say in the field of MND research and how the Association can help with this.

Questions e – g are for non-clinical fellowship applications and are asking for details about the training opportunities and support for the fellow, how the laboratory head will be supporting the fellow and, if a second co-applicant/sponsor is named, what will their role be.

e	*State the details of the training opportunities and support for the student/fellow within this institution. *(650 characters inc spaces max)*	m	?
f	*PhD Applicants - What is your track record of PhD supervision? Fellowship Applicants - How will your laboratory head be supporting you? *(650 characters inc spaces max)*	m	?
g	*PhD Applicants - What will you do to encourage the student to stay in the field of MND research? Fellowship Applicants - If you have named a second co-applicants/sponsor, what is their role? *(750 characters inc spaces max)*	m	?
h	How could the MND Association help i) in retaining PhD students in the field of MND research and ii) in any other way? *(650 characters inc spaces max)*	m	?

Each question has a character limit (including spaces) and this is stated underneath each question on the form and below:

Question a   Please state the principle aims of the project
              750 characters including spaces
Question b   Please give an outline of the proposed workplan
              4000 characters including spaces
Question c   How does this study fit in with other work in the laboratory/institute?
              750 characters including spaces
Question d   What is the potential clinical and/or translational relevance for the research?
              930 characters including spaces
Question e   State the details of the training opportunities and support for the student/fellow within this institution
              650 characters including spaces
Question f   What is your track record of PhD supervision?
              Fellowship Applicants – How will your laboratory head be supporting you?
              650 characters including spaces
Question g   What will you do to encourage the PhD student to stay in the field of MND research?
              Fellowship Applicants – If you have a named secod co-applicant/sponsor, what is their role?
              750 characters including spaces

Question h   How could the MND Association help i) in retaining PhD students in the field of MND research and ii) in any other way?
650 characters including spaces

Prepare figures, tables etc offline and upload using the attachments page.

It may be helpful to prepare text using as application such as Microsoft Word as this allows for a character count. Once text is organised it can be paste into the appropriate section of the form.

Please note that there is space for literature references on the declaration page.

Items with a '' in font of are mandatory and the applicant will be unable to move to the next page until they have been completed.*

Costing Details

This page is all about the financial detail of the project, here we want to know the total amount being requested and also the amount for each year. There is also space for justification of the costs being asked for (650 chracters including spaces), please see our guidelines for more information.

The bottom half of this page is asking for the duration of the project in months, the anticipated start date and the end date.

We understand it may not be possible to have an exact costing figure at this stage, an estimated amount is acceptable.

Items with a '*' in font of are mandatory and the applicant will be unable to move to the next page until they have been completed.

Attachments Page

This page allows the applicant to include any figures and/or a submitted but unpublished paper which has a direct relevance to the application being submitted.

A total of two documents can be uploaded to a maximum of 10MB per document in the following formats:

Word document (.doc or .docx)
Excel document (.xld or .xlsx)
Adobe PDF (.pdf)

Please only upload documents that are related to the summary application.
We will only accept supporting documents that contain figures, tables, charts etc; written documents will not be accepted.

If a paper supporting your application is in preparation or is not open access, please upload it. If the supporting paper has been published and is open access, please supply the reference, the paper does not need to be uploaded.

Items with a '*' in font of are mandatory and the applicant will be unable to move to the next page until they have been completed.

Declaration Page

This page provides space for the applicant to make any additional comments and to include references which support their application (1500 characters including spaces). The rest of the page asks the applicants to confirm they have read the Terms and Conditions and to confirm (on behalf of their institute) that they are authorised to submit this application.

Items with a '' in font of are mandatory and the applicant will be unable to move to the next page until they have been completed.*

Feedback Page

The final page of the application form is a feedback survey. Applicant responses will enable the Association to maintain our high standards and to make improvements to this process.

The survey is made up of ten questions asking for very general information including how the applicant heard about our grants round and how they would like to hear about future rounds, the helpfulness of the information we provide, questions about the summary application form and space for any general comments or suggestions the applicant may want to feed back to us.

Please note that not all suggested changes can be made due to the limitations of the software, however we can feed back any comments regarding the software to our supplier.

Review and Submission

At the bottom of the feedback page there is a 'review' button. By clicking this button the applicant can review their application. If there are changes to be made, the 'revise' button will take the applicant back to the beginning of the form.

Please do not worry about the format of the form when reviewing. Once your application is uploaded into our Grants Management Database, it is pulled out into a standard format before being sent to the BRAP for review. This process keeps all summaries consistant in layout and easier for our panel to review. If the applicant is happy with the information, please **click the 'submit' button**.

Once the summary has been submitted, the applicant will be unable to edit the form.

Once you have clicked submit you should receive an acknowledgement email. If you do not receive this email, please contact research.grants@mndassociation.org.